

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

19 May 1948

SUBJECT: Property Survey Board
(Administrative Instruction [] dated 4 September 1947 is
hereby rescinded)

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Reference: Administrative Instruction [] dated
11 February 1947, Subject: Accountability
and Responsibility for Property at CIG
Installations.

1. A Property Survey Board is hereby established to act for the Director of Central Intelligence on all matters pertaining to the loss; damage; destruction; theft; or disposition of unserviceable property, not acceptable to a Government disposal agency, for which CIA is responsible. The board shall consist of:

Chief, Inspections Branch, I&S	-- Chairman
Assistant General Counsel	-- Member
Chief, Property Control Division	-- Member
Services Branch, A&M	

2. The Property Survey Board will:

a. Require individuals responsible for the loss, damage, destruction or theft of CIA property to submit, in compliance with paragraph 9 of above reference, a completed Survey Report, Form No. 36-18 and appoint an individual to investigate the facts surrounding the loss or damage, reporting his findings to the Board.

b. Afford the responsible individual an opportunity to examine all available evidence and to include any additional statement he may desire to make.

c. Review all Survey Reports and supplemental data, including the findings and recommendations of the Investigating Officer.

d. Determine the pecuniary liability or the relief from responsibility of any employee of CIA for the loss, damage, destruction, or theft of public property rendered as such through fault or neglect.


e. Advise those directly concerned of the Board's decision and maintain records of all Property Survey Board proceedings.

f. Authorize disposition or destruction of unserviceable and obsolete property, not acceptable to a Government disposal agency, in the custody of CIA.

g. Inform responsible individuals against whom a pecuniary liability charge has been imposed, of their right to appeal the decision of the Property Survey Board to the Director of Central Intelligence in writing, through the Board, within 30 days after receipt of the notification of the Board's decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management